



## REQUEST FOR QUOTATION (RFQ)

( X ) URGENT / ( ) NORMAL

To: *Whom It May Concern*  
Attention: Email:  
From: *AIMS-Cameroon*  
cc: Our file ref.: RFQ/AIMS/CE/CM/RES/25/001  
Date: *2025-02-15* N° of pages including this page: 10  
Re: **Quotation Request for the IT Infrastructure Installation**

**If you do not receive all pages, please contact us immediately. Thank you.**

## REQUEST FOR QUOTATION

### 1. Scope of Work

The African Institute for Mathematical Sciences (AIMS) Cameroon kindly requests your best firm offer for the installation of IT infrastructure for its permanent facilities at Ngueme, South West Region, Limbe, Cameroon. The scope of work includes the installation and configuration of various IT components, including but not limited to cable management systems, network equipment, and server room setup. Below are some details on the building that might be helpful as you prepare your tender.

- The building is a single structure divided into six sections (four wings, a front part, and a rear part, all connected by a large corridor).
- It has three floors: Ground Floor (G/F), First Floor (R+1), and Second Floor (R+2).
- The total area is 1830 m<sup>2</sup>.
- There are 154 rooms in total, distributed as follows:
  - 53 rooms on the ground floor (48 small rooms, 2 large restrooms, 1 kitchen, 1 storage room, and 1 restaurant),
  - 54 rooms on the first floor (40 small rooms, 2 classrooms, 2 large restrooms, 3 IT offices, and 7 research offices),
  - 47 rooms on the second floor (40 small rooms, 2 classrooms, 2 large restrooms, 2 teachers' offices, and 1 large conference room).
- There are 6 electrical outlets in all the small rooms. For the larger rooms, the number of outlets may vary.

Additionally, each floor will have one Patch Panel, which will consolidate all network connections for that level. These Patch Panels will be connected to a centralized server room, located at floor 2, where the core network infrastructure will be managed. The starting point of the fiber-optic network is the demarcation point, located in a telecommunications room at the entrance facility, where the external fiber line (will be provided by CAMTEL) enters the building. From this point, fiber-optic cables will be distributed to the server room, and then further to other floors through Ethernet or fiber cabling.

Given the expected load of **300 users**, the network infrastructure must support high bandwidth, secure connections, and be scalable to handle intensive and simultaneous digital usage across the site. The internet connectivity solution must ensure optimal performance, reliability, and future-proofing, including sufficient capacity to support all users effectively.



To ensure the successful execution of the project, we request that you submit a **detailed list of the necessary equipment required for completion**. The successful bidder will be expected to carry out the following tasks:

### **Lot 1: Cable Identification, Labeling, and Server Room Supervision**

- **Identification of Cables:**  
Identification of cables corresponding to each room and the associated bays. Labeling each cable to ensure clear identification for future maintenance.
- **Server Room Supervision:**  
Supervise the installation of the server room, ensuring that cables are properly routed and connected according to the planned layout. Verify and guide the cable entry points based on the positioning of future equipment in the server room.

### **Lot 2: Connections and Installations**

- **Wall Outlet Connections:**  
Installation and connection of RJ45 outlets.
- **Brass Bay and TV Distribution Box:**  
Installation of brass bays and TV distribution boxes as part of the cable management system.
- **Cable Termination and Panel Connections:**  
Termination of cables onto patch panels, ensuring proper connection to network equipment. This includes RF connectors for TV distribution.
- **UPS Installation:**  
Installation of uninterruptible power supply (UPS) systems to support IT infrastructure and equipment.
- **Optical Equipment Connections:**  
Setup and connection of fiber optic cables, to ensure smooth data transmission.

### **Lot 3: Equipment Installation and Configuration**

- **Functional Equipment Setup:**  
Installation and configuration of functional equipment such as switches, splitters, routers, NVR (Network Video Recorder), IPBX (Internet Protocol Private Branch Exchange), fire alarm systems, and other relevant devices.
- **Configuration of Equipment:**  
Configuration of switches, routers, NVRs, IPBX, and fire systems to ensure seamless integration into the overall network infrastructure.
- **Server Installation and Connections:**  
Installation of servers and connection to the network, including configuration and integration with other devices.



## Lot 4: Testing, Verification, and User Training

- **System Testing:**  
Thorough testing of all installed components to ensure they are functioning correctly.
- **Compliance Check and Correction:**  
Check that all installations meet industry standards and correct any non-conformities.
- **User Training and Handover:**  
Provide training to users on the new IT infrastructure and its usage. Handover all relevant documentation, including schematics, configurations, and network mappings.

## 2. Bidder's Equipment List

As part of your proposal, please submit a **detailed list of all equipment** you will require to complete the installation. This should include:

- **Rack Enclosures**
- **Patch Panels**
- **Switches**
- **Fiber Optic Equipment**
- **UPS Units**
- **Cabling**
- **Network and Telecom Equipment** (e.g., routers, access points, firewalls, IPBX systems)

The list should include:

1. **Item Description**
2. **Quantity**
3. **Unit Cost**
4. **Total Cost**

### Request for Clarification:

Bidders are required to submit any request for clarification or any question in respect of this RFQ by e-mail to [procurement-enquiries@aims-cameroon.org](mailto:procurement-enquiries@aims-cameroon.org). No bid should be submitted to this address. The deadline for receipt of questions is **18:00 Cameroon Time on 5 March 2025**. Bidders are requested to keep all questions concise.

AIMS-Cameroon will compile the questions received. AIMS-Cameroon may, at its discretion, copy any reply to a question to all other invited bidders at once.

### Language:

All documents, markings and labelling should appear in **English**.

### Required documents and certificates:

- Signed and stamped pro-forma invoice
- Signed and stamped technical offer
- Business registration certificate
- Valid tax clearance certificate

### Distribution of documents and certificates

- **Offers must be submitted in one full set (single PDF file with all pages arranged according to the listed order above).**

**Cost breakdown:****IMPORTANT:** Your financial offer must include the following information:

- For every lot:
  - Unit price before tax per item
  - Discount where applicable
  - Total price (net after deduction of any discounts)
  - All applicable taxes
  - All applicable charges
  - Total price of lot
- Total price (sum of all lots)

**Currency:**

All firm costs to be given in Central African CFA Francs only.

**Delivery Date:**

- All goods/services to be installed/delivered no later than four (4) weeks after a purchase contract is signed or upon receipt of a purchase order.
- AIMS must be notified in writing if the desired services/items will be delayed for any reason.

**Samples***Not required.***Inspection***A quality and quantity inspection shall be carried out upon delivery/installation. Any items which do not conform to the specifications and/or damaged goods will be rejected at the vendor's expense.**In the event that an item is deemed unacceptable, the vendor shall make return arrangements within five (5) days of being notified, or permit AIMS to arrange for the return of the item(s). The vendor assumes the delivery expenses in this case.***Liquidation Damage Clause****IMPORTANT:** Please be advised that delivery/installation after the agreed schedule shall be subject to a deduction from the invoice of 0.2% per day for each day after the agreed delivery date up to 7% of the total cost CPT value of the contract.**Payment per lot**

Within 30 days of the date of handover of all goods and installations, and all supporting documents in good order to an authorized AIMS-Cameroon representative. The vendor shall accept payment in accordance with the payment procedures of Cameroon.

**Validity:**

Your offer must remain valid until 60 days after issue of this RFQ, before which a Purchase Order, if placed, should be accepted by you.

**Insurance**

Vendor is responsible for all goods and materials until delivered and formally accepted by an authorized AIMS representative.

**All or None Clause:**

Vendors are required to bid for all lots in this RFQ. AIMS reserves the right to accept the whole or part of your offer and the lowest price need not be accepted.

**Bid Acceptance**



AIMS-Cameroon may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective suppliers in writing. The extension of the deadline may accompany a modification of the solicitation documents prepared by AIMS-Cameroon at its own initiative or in response to a clarification requested by a prospective supplier.

Please note that AIMS-Cameroon is not bound to select any of the firms submitting bids and does not bind itself in any way to select the firm offering the lowest price. Furthermore, the contract will be awarded to the bid considered most responsive to the needs, as well as conforming to AIMS-Cameroon's general principles, including economy and efficiency and best value for money.

**Special Requirements:**

- Quotations submitted after the submission deadline shall not be accepted.
- AIMS reserves the right to reject any or all bid proposals, or to cancel the bidding process. AIMS does not guarantee any contract as a result of this invitation.
- **IMPORTANT: All enquiries regarding information on this RFQ must be submitted in writing to [procurement-enquiries@aims-cameroon.org](mailto:procurement-enquiries@aims-cameroon.org). No bid should be submitted to [procurement-enquiries@aims-cameroon.org](mailto:procurement-enquiries@aims-cameroon.org).**
- After this RFQ has been released, contact between a Vendor and AIMS-Cameroon is prohibited, except for the afore-mentioned purposes. Violation of this clause may result in rejection of the bid.
- **This is not a purchase order and this document should not be construed in any way as an offer to contract with your firm.**

**Conditions for submitting offers:**

**Bids in one full set (single PDF file with all pages arranged according to the listed order in "Required documents and certificates" above) must be sent no later than 18:00 Cameroon time on 5 March, 2025 to [it-infrastructure-2025@aims-cameroon.org](mailto:it-infrastructure-2025@aims-cameroon.org). Only bids submitted to this email address will be considered.**

Offers not addressed, packaged and sent as such will be automatically disqualified from the tender process.

***Faxed bids will not be accepted.***

**Confirmation:**

Please send acknowledgement of receipt of this document, and your intention to bid to [procurement-enquiries@aims-cameroon.org](mailto:procurement-enquiries@aims-cameroon.org).

**Additional Terms and Conditions:**

**Please state in your offer, your acceptance of attached AIMS-Cameroon Terms and General Conditions in Attachment A below. Failure to do so may result in disqualification of your offer from further evaluation.**

**N.B. Kindly submit your best firm offers as negotiation will not be entered into.**

Thank you and best regards,

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*Honoré Bernard Youfegnuy*  
Chief Operating Officer,  
AIMS-Cameroon



# ATTACHMENT A

## AIMS-CAMEROON GENERAL TERMS AND CONDITIONS FOR ALL SERVICE CONTRACTS

### 1. LEGAL STATUS

The service provider shall be considered as having the legal status of an independent service provider. Agents or employees of the service provider shall not be considered in any respect as being employed or in any manner officials or staff members of AIMS-Cameroon.

### 2. ASSIGNMENT OF PERSONNEL

The service provider shall not assign any persons other than those accepted by AIMS-Cameroon for work performed under this contract.

### 3. OBLIGATIONS

The service provider and all individuals assigned by it to perform services under this contract:

- (a) Shall neither seek nor accept instructions from any authority external to AIMS-Cameroon in connection with the performance of its/their services under this contract.
- (b) Shall refrain from any action which may adversely affect AIMS-Cameroon and shall fulfil its/their commitments with the fullest regard for the interests of AIMS-Cameroon.
- (c) Shall assure compliance with all applicable laws of the country where the service provider is registered as well as those in which the activities are performed.
- (d) Assure that all duties are conducted with integrity, free from any taint of dishonesty or corruption and that all persons are respected equally without any distinction or discrimination based on nationality, race, gender, religious beliefs, class or political opinions.
- (e) Shall not advertise or otherwise utilize to its/their advantage the fact that it is or has been a service provider with AIMS-Cameroon.
- (f) Shall not, in any manner whatsoever use the name, emblem or official seal of AIMS-Cameroon or any abbreviation of the name of AIMS-Cameroon in connection with its business or otherwise, except as required for the fulfilment of its contractual duties hereunder and then only with the express prior written approval of the AIMS-Cameroon Centre President his/her designate.
- (g) Shall not communicate at any time to any other person (legal or natural), Government or authority external to AIMS-Cameroon any information known to it/them by reason of its/their association with AIMS-Cameroon which has not been made public, except in the course of their duties or by authorisation of the AIMS-Cameroon Centre President or his/her designate; nor shall service providers or assigned individuals at any time use such information to its/their private advantage.
- (h) When performing the services on AIMS-Cameroon premises or at any location when representing AIMS-Cameroon, shall act in a manner consistent with the values of the African Institute for Mathematical Sciences | Global Network and shall abide by the rules of conduct set out in the AIMS-Cameroon's Code of Conduct (a copy of which has been provided by AIMS-Cameroon). The service provider acknowledges and accepts that any violation of these rules of conduct by it or any individual





assigned by it to perform services on its behalf shall be considered breach of an essential term of this contract.

- (i) The obligations set out in sub-clauses (e), (f) and (g) above shall continue upon expiration or termination of this contract with AIMS-Cameroon.

#### 4. REPRESENTATIONS AND WARRANTIES

The service provider represents and warrants:

- (a) It is not engaged in the sale or manufacture, either directly or indirectly, of anti-personnel mines or any components produced primarily for the operation thereof.
- (b) To ensure the respect of internationally agreed core labour standards, e.g. the ILO core labour standards, conventions on freedom of association and collective bargaining, elimination of forced and compulsory labour, elimination of discrimination in respect of employment and occupation, and the abolition of child labour.
- (c) It is not engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including the requirement that children be protected from performing any work that is likely to be hazardous, to interfere with their education, or to be harmful to their health and development.
- (d) It respects the basic social rights and working conditions of its employees, servants, agents and sub-service providers.
- (e) There are no material claims or allegations outstanding against the service provider that might adversely affect AIMS-Cameroon or its reputation.

#### 5. TITLE RIGHTS

- (a) During the term of this contract, the service provider shall disclose to AIMS-Cameroon all ideas, inventions, business plans or any other materials developed by it during the term of this contract because of the services provided to AIMS-Cameroon by the service provider.
- (b) AIMS-Cameroon shall be entitled to all property rights including but not limited to patents, copyrights and trademarks, regarding material which bears a direct relation to, or is made in consequence of, the services provided to AIMS-Cameroon by the service provider. At the request of AIMS-Cameroon, the service provider shall assist in securing such property rights and transferring them to AIMS-Cameroon in compliance with the requirements of applicable law. At the request of AIMS-Cameroon, the service provider shall take all necessary steps, execute all necessary documents and generally assist in securing such property rights and transferring them to AIMS-Cameroon in compliance with the requirements of applicable law.
- (c) All materials prepared as well as, all data collected and processed in the course of the service provider's work for AIMS-Cameroon is the property of AIMS-Cameroon. Such information cannot be used by the service provider for any purpose, other than that agreed under the terms of this contract, without the prior written approval of the AIMS-Cameroon Centre President or his/her designate.
- (d) Title to any equipment and supplies which may be furnished by AIMS-Cameroon shall rest with AIMS-Cameroon and any such equipment shall be returned to AIMS-Cameroon as soon as possible, when no longer needed by the Service provider. In any event, all equipment and supplies must be returned to AIMS-Cameroon upon the termination or expiration of this contract. Such equipment, when returned to AIMS-Cameroon, shall be in the same condition as when delivered to the service provider, subject to normal wear and tear. The service provider bears all responsibility for lost or damaged equipment and supplies.



**6. TAX EXEMPTION**

The service provider's fee shall reflect any tax exemption to which AIMS-Cameroon is entitled by reason of any immunities which it enjoys. If it is subsequently determined that any taxes which have been included invoiced are not required to be paid, AIMS-Cameroon shall deduct the amount from the service fee or, if it has paid any such taxes, it shall be refunded by the service provider.

**7. DELAY**

Without prejudice to clause 8 below, if the services have not been completed during the agreed time period, any additional costs or damages incurred by AIMS-Cameroon due to such delay may be withheld from any amounts owed to the service provider.

**8. TERMINATION OF CONTRACT**

(a) This contract may be terminated at any time by either party before the expiry date of the contract by giving written notice to the other party. The period of notice shall be five days in the case of contracts for a total period of less than two months and fourteen days in the case of contracts for a longer period.

(b) This contract may be terminated by AIMS-Cameroon with immediate effect at any time if the service provider has breached any of his contractual obligations with AIMS-Cameroon or if in the reasonable opinion of AIMS-Cameroon the service provider has brought or is reasonably likely to bring AIMS-Cameroon's reputation into disrepute.

(c) In the event of the contract being terminated prior to its due expiry date in this way, the service provider shall be compensated on a pro rata basis for no more than the actual amount of work performed to the satisfaction of AIMS-Cameroon. Additional costs or damages incurred by AIMS-Cameroon resulting from the termination of the contract by the service provider or by AIMS-Cameroon in accordance with para (b) above, may be withheld from any amount otherwise due to the service provider by AIMS-Cameroon.

**9. BANKRUPTCY**

Should the service provider file any petition for bankruptcy, or should the service provider make a general assignment for the benefit of its creditors, or should a receiver be appointed on account of the service provider's insolvency, AIMS-Cameroon may under the terms of this contract, terminate the same forthwith by giving the service provider written notice of such termination

**10. FORCE MAJEURE**

Force majeure, as used herein, shall mean acts of God, laws or regulations, industrial disturbances, acts of the public enemy, civil disturbances, explosions and any other similar cause of equivalent force not caused by, nor within the control of either party, and which neither party is able to overcome. As soon as possible after the occurrence of the force majeure and within not more than 15 days, the service provider shall give notice and full in writing to AIMS-Cameroon of such force majeure if the Service provider is thereby rendered unable, wholly or in part, to perform his obligations and meet his responsibilities under this Contract. AIMS-Cameroon shall then have the right to terminate the Contract by giving in writing seven days' notice of termination to the Service provider, and the Service provider shall return any deposit paid by AIMS-Cameroon.



**11. INDEMNIFICATION AND INSURANCE**

- (a) The service provider shall indemnify, hold harmless and defend at its own expense AIMS-Cameroon, its officers, agents and employees from and against all suits, claims, demands and liability of any nature or kind, including costs and expenses, arising out of acts or omissions of the service provider or its employees in the performance of this contract.
- (b) The service provider shall provide and thereafter maintain for the duration of this contract and any extension thereof all appropriate workmen's compensation insurance and furnish proof to the satisfaction of AIMS-Cameroon of adequate liability insurance (including as relevant employers liability insurance, comprehensive general liability insurance, automobile liability insurance and professional liability insurance). The service provider shall further provide such health and medical insurance for its agents or employees as the service provider may consider advisable.

**12. OFFICIALS NOT TO BENEFIT**

The service provider represents and warrants that no official of AIMS-Cameroon has been, or shall be, admitted by the service provider to any direct or indirect benefit arising from this contract or the award thereof. The service provider agrees that breach of this provision is a breach of an essential term of this contract.

**13. AMENDMENTS AND ASSIGNMENTS**

No change in or modification of this contract shall be made except by prior written agreement between the service provider and AIMS-Cameroon's authorised representative. The service provider shall not assign, transfer, pledge, sub-contract or make other disposition of this contract or any part thereof, or of any of the service provider's rights, claims or obligations under this contract except with the prior written consent of AIMS-Cameroon.

**14. ARBITRATION**

Any dispute, controversy or claim arising out of or relating to this contract, or the breach, termination or invalidity thereof, shall be settled by arbitration in accordance with the United Nations Commission on International Trade Law (UNCITRAL) Arbitration Rules as at present in force. The place of arbitration shall be Buea, Cameroon, and the language to be used in the arbitral proceedings shall be English. The arbitral tribunal shall have no authority to award punitive damages. The parties agree to be bound by any arbitration award rendered in accordance with this paragraph as final adjudication of any such dispute, controversy, or claim.

**15. GOVERNING LAW**

This contract shall be governed by Cameroon law.

**16. AIMS-CAMEROON PRIVILEGES AND IMMUNITIES**

Nothing in or relating to this contract shall constitute or be deemed a waiver, express or implied, of any of the privileges and immunities of AIMS-Cameroon.

**17. ANTI-CORRUPTION POLICY**

AIMS-Cameroon has a ZERO tolerance for any corrupt practice or behaviour by any of AIMS-Cameroon employees and its vendors and contractors. AIMS-Cameroon completely prohibits offering, giving or agreeing to give to any employee of



AIMS-Cameroon any gift or commission or consideration of any kind as an inducement or reward for:

- doing or not doing (or for having done or not having done) any act in relation to the obtaining of any contract with AIMS-Cameroon; or
- showing or not showing favour or disfavour to any person in relation to any contract it enters into with any vendor or contractor;

IF any of AIMS employees contact the vendor or the contractor for any gift or commission or consideration of any kind (financial and non-financial), then the vendor must report that matter immediately to the centre presidents of the AIMS Global Network at [centrepresidents@nexteinstein.org](mailto:centrepresidents@nexteinstein.org) with a copy to the AIMS Global Network Vice President Operations and Chief Financial Officer at [rauditto@nexteinstein.org](mailto:rauditto@nexteinstein.org)

## 18. RELATED PARTY DECLARATION

The bidder must make a declaration in writing if they or any of their employees have any direct or in-direct relation with any of the AIMS employees. Failing to do so may result in rejections of the bids or cancellation of the contract, as the case may be.